



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

February 6, 2006
CACFP CN#009-06

To: Child and Adult Care Food Program Child Care Homes Sponsoring Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Conner, Director
Child and Adult Care Food Program

Subject: Daily Sign In and Out Forms for Alternately Approved Child Care Homes

The Department of Education (ADE) continues to support the integrity of the Child and Adult Care Food Program. ADE distributed memorandum CN# 26-05 indicating that daily sign in and out forms are required as of October 1, 2005. This directive brought new and creative ideas from the field and the Child Care Home Advisory Committee. A compromise to daily sign in and out records was achieved by developing a weekly menu with parent signatures validating meals served. Materials were developed and dispensed during renewal training for sponsoring organization implementation. These materials have been available on ADE's website.

Several entities asked USDA for assistance to revoke the sign in/out requirement. USDA did not revoke the requirement. USDA further determined because Arizona's licensing agency and Department of Economic Security both have a daily sign in/out, the Department of Education must follow the same direction.

Organizations requested that the Department of Education delay execution of the daily sign in/out directive to the beginning of fiscal year 2007, due to printing costs incurred in connection with revising menu forms to include parental validation. ADE agreed to a small delay with the implementation of daily sign in/out to allow sponsors the maximum use of the already printed weekly sign in/out forms. It was further indicated that menus with parental validations of the meals served would be acceptable until ADE indicated otherwise.

Beginning May 1, 2006, all Sponsoring Organizations need to direct all alternately approved providers to use a daily sign in/out form. At this time, ADE will remove the weekly menu prototype from the website. The following items will assist all sponsors with implementation:

- Sponsors will design a daily sign in/out sheet. The sheet will consist of child's name, year/month/day/time in with parent signature/time out with parent signature. ADE recommends that Sponsors use the DES sign in/out sheet as a prototype.
- Sponsors will notify all current providers in writing of daily sign in/out requirement. Monitors will provide technical assistance during monitoring visits. Sponsors will add this requirement to new provider orientations and annual trainings for providers. Sponsors will inform providers how ADE and Sponsors will use the records. Sponsors may make recommendations to providers for record maintenance such as a sign in/out binder to secure the records.
- Providers do not need to sign in/out their own children. (This includes providers' foster children.) Children of providers' relatives do need to sign in/out.
- Providers will maintain all sign in/out records for a period of no less than six months.
- Sponsors may elect to house the sign in/out records.
- Sponsors may choose to use sign in/out forms as a tool for block claim evaluation.
- Sponsors may choose to use sign in/out forms as a tool for providers not available during monitoring visits.
- ADE staff will collect applicable sign in/out records from provider during monitoring visits.
- ADE staff will use the sign in/out records during an administrative review, matching meals claimed with time in care. When parent signatures are missing, corresponding meals will be disallowed.
- Sponsors will return records to providers after the Administrative Review is complete.

If you have any questions, please contact your assigned specialist.

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